



January 3, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Maria Juliet C. Ceniza
VP for REI

Dear Dr. Tulin:

This is to recommend the appointment of **Mr. Dhenber C. Lusanta** as Co-Project Leader of the VSU funded Extension Project entitled **"Participatory Eco-Farming Program for the Visayas"** without honorarium effective January 3, 2022 to December 31, 2022 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

As Co-Project Leader, he is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists the Project Leader in the implementation of extension project;
2. Helps the Project Leader in coordinating with other agencies and stakeholders;
3. Helps prepare training materials/manuals;
4. Helps present extension outputs during the annual RDE in-house review.
5. Assists in the preparation and submission of progress reports.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

ANTONIO P. ABAMO
Director for Extension

Conforme:

DHENBER C. LUSANTA
Co-Project Leader

Certified funds available:

ALICIA M. FLORES
OIC Head, Budget Office